

PASSPORT REQUIREMENTS

YOU MUST BE A U.S. CITIZEN
A MINOR MUST FALL UNDER THE CATEGORY OF THE CHILD ACT OF 2000

Passport Applications (DS-11) or Renewal forms (DS-82) and DD-1056 **MUST** be filled out **PRIOR** to your appointment, but **DO NOT** sign the DS-11 until you show up to the appointment. The DS-11 or DS-82 **MUST BE TYPED OUT ONLINE USING THE PASSPORT APPLICATION WIZARD**. Please carefully read the online instructions. The internet address is <http://travel.state.gov>. **There must be** two (2) barcodes on page 5 and one (1) barcode on page 6 of the finished form or it will **not** be considered an acceptable application.

APPOINTMENTS

To schedule your appointment you will need to report to the Passports Section at Waller Hall in room 207A. When you schedule your appointment we will provide you with a handout with specific instructions on the application process.

VERY IMPORTANT!

*When filling out the DS-11, you will get to the "Your Passport History" section. In order to not be redirected to the DS-82 (which is only used when renewing a **No-Fee Government Passport**) please answer the question "Is your most recent passport book currently in your possession?" by selecting "Other" option. It will then ask you to "Please Explain." Your response should be "Personal Travel". **ALSO** please ignore the payment options and click **NEXT**.

UNITED STATES CITIZENS: An Original Birth Certificate (Long form) must be submitted. Applicants sixteen (16) years of age or older may submit previously issued passports. See attachment for new Birth certificate guidelines effective 1 April 2011.

ACTIVE DUTY AND DOD CIVILIANS BORN OUTSIDE OF THE UNITED STATES:

1. Soldier must be on Assignment Instructions requiring a passport.
2. One of these documents can be submitted for proof of U.S. Citizenship:
 - a. Original Birth Abroad or Original Naturalization Document: A notarized document from JAG is not accepted.
 - b. Current U.S. passport or expired U.S. Passport.

FAMILY MEMBERS WITH PRIOR U.S. PASSPORTS AND FAMILY MEMBERS 16 YEARS AND OLDER:

1. Family members and minors at the age of 16 years and older: current U.S. passports or an expired U.S. passport can be submitted for proof of U.S citizenship.
2. Family members 15 and under: Original State Certified Birth Certificate (long form).

FAMILY MEMBERS BORN OUTSIDE OF THE UNITED STATES:

1. Assignment Instructions requiring a passport or SOFA Stamp.
2. One of these documents can be submitted for proof of U.S. Citizenship for family members with no prior U.S. Passport:
 - a. Original Birth Abroad: A notarized document from JAG is not accepted.
 - b. Original Naturalization Document: A Notarized Document from JAG is not accepted.
 - c. Certificate of Citizenship. A Notarized Document from JAG is not accepted.

OTHER REQUIREMENTS

MINORS: If a minor is applying for a passport, both parents must be presented along with the child(ren). If a minor falls in the Child Act of 2000 category:

1. One parent's Original Naturalization Document.
2. Marriage Certificate Translated into English.
3. Resident Alien card from the U.S. Department of Justice-Immigration and Naturalization Service.

DIVORCES: Women must submit all original or certified copy(ies) of Divorce Decree from the country the divorce was filed/grated and translated into English.

MARRIAGES: Women must submit all marriage certificates (copies are accepted) translated into English.

NAME CHANGE: Original Document from Court of Name Change.

NAME CORRECTION: Original Document from County of State of Name Correction.

ADOPTION: Original Document of Adoption with Name Change if applicable.

CHILD CUSTODY: Original Documentation of Child Custody from County or State that the custody was granted. If partial custody: both legal parents must consent to a passport issuance. Notarized Statement of Consent letter must be presented to the passport agent. Please contact your Passport Representative for further information.

ONE PARENT: When one parent is deployed or traveling, a **notarized DS-3053** must be submitted prior to new duty station. If one parent is already at their new assignment, a Special Power of Attorney specifically stating the remaining parent can apply and obtain a passport for their child(ren) is required. Please contact your Passport Representative for further information.

Name _____ Appointment Date/Time: _____